



MASFAA Board Meeting Minutes

Date: Thursday, February 16, 2023

Location: Microsoft Teams Meeting

- Call to order, Louise Driver called the meeting to order, 11:04 AM
- Establish a Quorum
 - In Attendance: **Louise Driver**, President, **Crystal Morris**, President-Elect, **Justin Beach**, Past-President, **Angela Stillwagon**, Vice President/Secretary, **Christina Williams**, Treasurer, **Susie Beardsley**, Treasurer-Elect, **Sandy Johnsrud**, Member-at-Large; **Heather Tapia**, Associate Member
 - Absent: None
- Approve Agenda; approved all in favor
- Approval of Minutes from January 27, 2023; approved all in favor

Old Business

- Budget Overview
 - We are in good shape, we have had a few frugal years and have had the OCHE Professional Development funds to help.
 - Justin asked if Christina could have a handout of the budget breakdown for the budget portion of the Conference meeting.
- MT Native Colleges
 - I sent emails out to the colleges that Angela had shared with me and I have currently heard from Blackfeet Community College that she is interested. One other may attend.
 - Do we have her register and then we waive the registration fee for her? Can she get to this if she is not a member? They register, then we administratively waive the fee.
- ~~Budget Update~~-duplicate item
- Conference Planning, Updates
 - i. New to FA Session, no volunteers as of today-cancel for this year.
 - ii. Costs for Speakers
 - Crystal/Louise will need to reserve rooms for them
 - I think we will need to have them complete a Registration so they show up in our Attendees. Yes, we need to maintain an accurate count of attendees.
 - Fairmont has opened Monday the 20th for anyone who needs to arrive early. There is a limit to the number of people that can arrive. Room registration deadline for all Conference attendees is extended through February 27th.
 - Do we cover Room and Travel? We have coverer room, only, and will cover room only this year.
- Vendor Power-point
 - i. Who can prepare this for us? (Heather can you do this for us?) Logos for each in attendance. Heather will do this. She requested a list of past vendors and contact information. She'll reach out via email with an invitation, then collect information and logos.
- Meals/Break Snacks
 - i. Have been determined based on suggestions received from everyone.
- Bingo Prizes, Email was sent out to all FA Directors asking that they bring a gift or two
- Awards
 - i. Justin are you good with these?

- ii. I wonder if Cindy Small should be receiving the Retirement/Life-time membership award? Has she been with MASFAA for 10 years or more? **All in agreement.**
- iii. How do we pull these from the registration applications? **Dates in our system (Personify/Wild Apricot) do not appear to be accurate. Does anyone know where to get historic membership info?**
 - Years of Service: 5-10-15-20-25 (wasn't sure of the years) Do we have to look at each person to get the years of service?
 - **Service awards are 10 years, then every five years thereafter.**
- iv. Special Service Awards, if any
- Scholarship & Professions Development Applications
 - i. Do we send out notice to see if anyone needs Scholarship assistance or do they send it if needed?
 - **We do not actively promote throughout the year, but mention during the annual conferences.**
 - ii. I have printed some SI forms to bring with me to the conference
- Board Nominations
 - i. Justin, are you good with these positions and contacting some to be placed on the ballot? Should we send out an email to all of MASFAA for people to identify or nominate people for opened positions? I am aware of the following positions being opened:
 - President Elect
 - Associate Member Delegate (Sandy is stepping down)
 - Executive Members at Large (2)
 - 1 at 1 year & 1 at 2 years
 - Associate Member???? How many years is it, didn't find in P&P guide
 - **Associate member is Corporate Sponsor. Heather is happy to continue.**
 - **Justin will email a call for nominations.**

New Business

- Conference Location for 2024
 - i. Fairmont, received contract on 2.15.2023 & will be April 9-11 (Tues-Thurs)
 - **During Business Meeting after the conference, we will discuss.**
- Agenda Updates
 - i. Should the Board meeting be one hour & the Directors meeting be two hours?
 - **Yes, all attendees in favor. Board meeting will be to finalize last details for the conference.**
 - ii. ~~New FA employees, has anyone volunteered?~~ duplicate item
 - iii. Any response from Angela Mclean for Welcome?
 - **No response as of today. Angela Stillwagon will see if a member of the Montana Tech Administration might be available.**
 - iv. **Becca's Presentation topic is "Spicing up your Financial Aid messaging"**
- Name Tags
 - i. I am glad to print these for us & bring with us on Monday
 - ii. Does anyone know where the lanyards are? I have emailed Janet to see if Jaime had them.
 - **If Louise cannot find the lanyards, she proposed buying new supplies; all attendees in favor.**
- Next meeting dates
- Other Business- Such other business as may be brought before the Board by Board Members.

Adjourn **Justin motioned, Christina 2nd, all in favor 11:47 AM**

Prepared and submitted by Angela Stillwagon